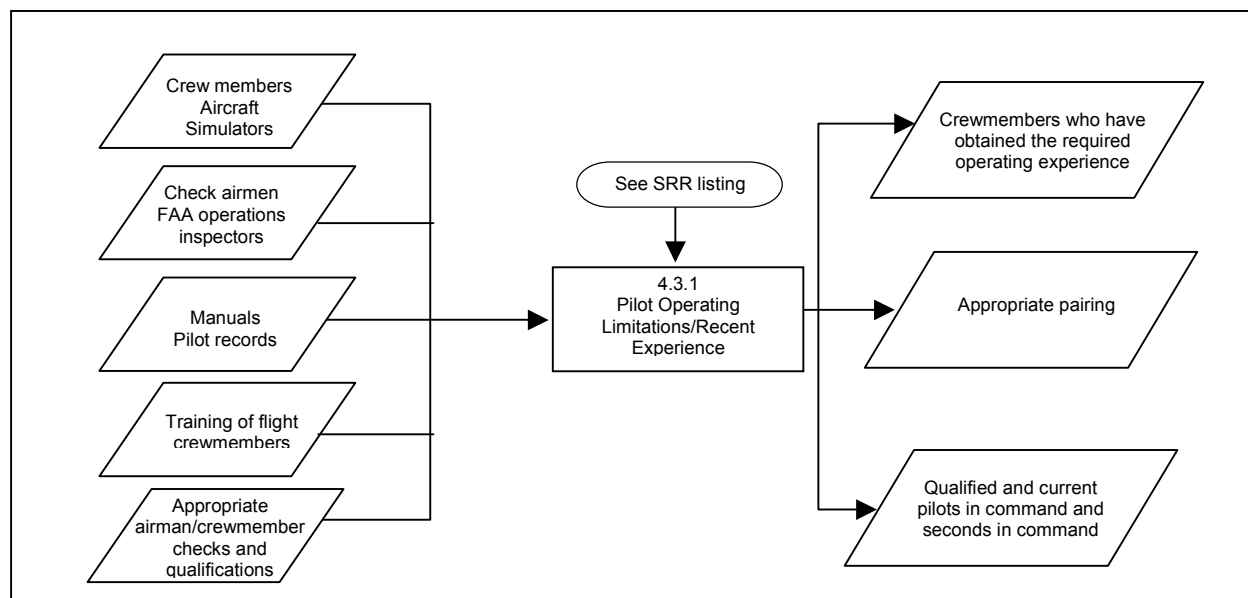


Safety Attribute Inspection (SAI) Job Aid



ELEMENT SUMMARY INFORMATION

Element: 4.3.1 Pilot Operating Limitations/Recent Experience

Purpose of this Element (Air Carrier's responsibility): To allow pilots to gain operating experience and maintain their currency.

Objective (FAA responsibility): To determine if the air carrier's Pilot Operating Limitations/Recent Experience process includes safety attributes.

Inputs:

- Crewmembers
- Aircraft
- Simulators
- Check Airmen
- FAA Operations Inspectors
- Manuals
- Pilot Records
- Training of Flight Crewmembers
- Appropriate Airman/Crewmember Checks and Qualifications

Outputs:

- Crewmembers who have obtained the required operating experience.
- Appropriate pairing.
- Qualified and current pilots in command and seconds in command.

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Performance Measures:

- Crewmembers have been provided operating experience in accordance with CFR 121.434.
- The pilot in command (PIC) conducted all take-offs and landings when required by CFR 121.438(a).
- All pilots met 90-day currency requirements in line operations.
- No air carrier operations were conducted when both pilots had less than 75 hours of line-operating experience.
- All pilots in command used increased landing weather minimums during their first 100 hours of on-line operations.

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SRR:

- 121.434 (a - h): Operating experience, operating cycles, and consolidation of knowledge and skills.
- 121.438 (a, b): Pilot operating limitations and pairing requirements.
- 121.439 (a - e): Pilot qualification: Recent experience
- 121.652 (a): Landing weather minimums: IFR: All certificate holders.

Other CFRs and/or FAA Guidance:

- 8400.10, Volume 3, Chapter 2, Section 6, Paragraph 495 A: Level D Flight Simulator.
- 8400.10, Volume 3, Chapter 2, Section 7, Paragraph 525 B: Flight Crew Experience Modules.
- 8400.10, Volume 3, Chapter 2, Section 9, Paragraph 589: Recurrent Differences Training and Currency Events.
- 8400.10, Volume 3, Chapter 3, Section 2, Paragraph 619: Reestablishing Landing Currency of Part 121 Pilots.
- 8400.10, Volume 3, Chapter 3, Section 3, Paragraph 641: NOTE: CFR Part 121 requires that landing currency be reestablished under the supervision of a check airman
- 8400.10, Volume 3, Chapter 3, Section 3, Paragraph 649: Proficiency Check Airman – Simulator
- 8400.10, Volume 4, Chapter 2, Section 2, Paragraph 459 A (2)(a, b): Special Approach and Landing Operations.
- 8400.10, Volume 6, Chapter 2, Section 9, Paragraph 279 C: Route, Special Airport, Area Qualification Currency Records Check.

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SRR SPECIFIC INFORMATION

SRR	Intent	Inspectors
121.434 (a-h)	To specify the requirements for operating experience for crewmembers.	<i>Certification:</i> Operations <i>Surveillance:</i> Operations
121.438 (a)	To establish take-off and landing restrictions for low-time seconds in command (SIC).	<i>Certification:</i> Operations <i>Surveillance:</i> Operations
121.438 (b)	To establish operational restrictions for the pairing of low-time pilots.	<i>Certification:</i> Operations <i>Surveillance:</i> Operations
121.439 (a)	To specify the 90-day minimum take-off and landing currency requirements.	<i>Certification:</i> Operations <i>Surveillance:</i> Operations
121.439 (b)	To specify the flight maneuvers to reestablish take-off and landing currency for pilots who failed to meet the 90-day take-off and landing requirements.	<i>Certification:</i> Operations <i>Surveillance:</i> Operations
121.439 (c, d)	To specify the requirements to reestablish take-off and landing currency in a visual simulator.	<i>Certification:</i> Operations <i>Surveillance:</i> Operations
121.439 (e)	To specify the requirements for check airmen to certify pilots who are reestablishing take-off and landing currency.	<i>Certification:</i> Operations <i>Surveillance:</i> Operations
121.652 (a)	To require higher landing minimums for pilots with less than 100 hours as pilot in command (PIC).	<i>Certification:</i> Operations <i>Surveillance:</i> Operations

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4.3.1 Pilot Operating Limitations/Recent Experience

SECTION 1 - RESPONSIBILITY ATTRIBUTE

Objective: To determine if there is a clearly identifiable, qualified, and knowledgeable person who is accountable for the quality of the Pilot Operating Limitations/Recent Experience process.

To meet this objective, the inspector will accomplish the following tasks:

1. Identify the person who is responsible for the quality of the Pilot Operating Limitations/Recent Experience process.
2. Review the description in the Manual that delineates the duties and responsibilities of the person.
3. Evaluate the person's qualifications and work experience (or resume', if appropriate).
4. Review the appropriate organizational chart.
5. Discuss the Pilot Operating Limitations/Recent Experience process with the person.

To meet this objective, the inspector will determine and record answers to the following questions:

1. Is there a clearly identifiable person who is answerable for the quality of the Pilot Operating Limitations/Recent Experience process?	<input type="checkbox"/> YES If yes, provide the name: <input type="checkbox"/> NO If no, explain:
2. Does the person understand the procedures associated with the Pilot Operating Limitations/Recent Experience process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
3. Does the person understand the controls associated with the Pilot Operating Limitations/Recent Experience process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
4. Does the person understand the interfaces associated with the Pilot Operating Limitations/Recent Experience process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
5. Does the person understand the process measurements associated with the Pilot Operating Limitations/Recent Experience process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
6. Is the responsibility of this position clearly documented in the air carrier's Manual(s)?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
7. Are the qualification standards for this position clearly documented?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
7a Are the qualification standards for this position appropriate for the duties that are assigned?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
8. Does the person meet the qualification standards?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
9. Does the person acknowledge that he/she has responsibility for the Pilot Operating Limitations/Recent Experience process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
10. Does the person know who has authority to establish and modify the Pilot Operating Limitations/Recent Experience process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO

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4.3.1 Pilot Operating Limitations/Recent Experience

SECTION 2 – AUTHORITY ATTRIBUTE

Objective: To determine if there is a clearly identifiable, qualified, and knowledgeable person with the authority to establish and modify the Pilot Operating Limitations/Recent Experience process.

To meet this objective, the inspector will accomplish the following tasks:

1. Identify the person who has the authority to establish or modify the Pilot Operating Limitations/Recent Experience process.
2. Review the description in the Manual that delineates the duties and responsibilities of the person.
3. Evaluate the person's qualifications and work experience (or resume', if appropriate).
4. Review the appropriate organizational chart.
5. Discuss the Pilot Operating Limitations/Recent Experience process with the person.

To meet this objective, the inspector will determine and record answers to the following questions:

1. Is there a clearly identifiable person who has authority to establish and modify the air carrier's policies for the Pilot Operating Limitations/Recent Experience process?	<input type="checkbox"/> YES If yes, provide the name: <input type="checkbox"/> NO If no, explain:
2. Does the person understand the procedures associated with the Pilot Operating Limitations/Recent Experience process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
3. Does the person understand the controls associated with the Pilot Operating Limitations/Recent Experience process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
4. Does the person understand the interfaces associated with the Pilot Operating Limitations/Recent Experience process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
5. Does the person understand the process measurements associated with the Pilot Operating Limitations/Recent Experience process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
6. Is the authority of this position clearly documented in the air carrier's Manual(s)?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
7. Are the qualification standards for this position clearly documented?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
7a Are the qualification standards for this position appropriate for the duties that are assigned?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
8. Does the person meet the qualification standards?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
9. Does the person acknowledge that he/she has authority for the Pilot Operating Limitations/Recent Experience process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
10. Does the person know who has the responsibility for the Pilot Operating Limitations/Recent Experience process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
11. Are the procedures for delegation of authority clearly documented for the Pilot Operating Limitations/Recent Experience process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO

Safety Attribute Inspection (SAI) Job Aid

4.3.1 Pilot Operating Limitations/Recent Experience

SECTION 3 – PROCEDURES ATTRIBUTE

Objective: To determine if the air carrier has documented procedures for accomplishing the Pilot Operating Limitations/Recent Experience process.

To meet this objective, the inspector will accomplish the following tasks:

1. Review the documented instructions and information related to the Pilot Operating Limitations/Recent Experience process to ensure that they contain who, what, where, when, and how.
2. Review the FAA Guidance and Specific Regulatory Requirements (SRR) included in the supplemental information section of this SAI.
3. Discuss the Pilot Operating Limitations/Recent Experience process with appropriate personnel to gain an understanding of the procedures.
4. Observe the Pilot Operating Limitations/Recent Experience process to gain an understanding of the procedures.

To meet this objective, the inspector will determine and record answers to the following questions:

- | | | |
|---|---|------------------------|
| 1. Do written procedures exist to achieve the desired result of the Pilot Operating Limitations/Recent Experience process: | | |
| 1.1 Do written procedures exist to retain recency of experience and currency records until they are superseded? [SRR 121.434 (a); 121.438 (a-b); 121.652(a)] | <input type="checkbox"/> YES
<input type="checkbox"/> NO
<input type="checkbox"/> N/A | If no or N/A, explain: |
| 1.2 Do written procedures exist to archive initial qualifications of crewmember records? [SRR 121.434 (a); 121.438 (a-b); 121.652 (a)] | <input type="checkbox"/> YES
<input type="checkbox"/> NO
<input type="checkbox"/> N/A | If no or N/A, explain: |
| 1.3 Do written procedures exist To provide crewmembers with the operating experience necessary to serve as a required crewmember? [SRR 121.434 (a - h)] | <input type="checkbox"/> YES
<input type="checkbox"/> NO
<input type="checkbox"/> N/A | If no or N/A, explain: |
| 1.4 Do written procedures exist to allow pilots to maintain 90-day recency of experience? [SRR 121.439 (a-e)] | <input type="checkbox"/> YES
<input type="checkbox"/> NO
<input type="checkbox"/> N/A | If no or N/A, explain: |
| 1.5 Do written procedures exist to reestablish take-off and landing currency for pilots who failed to meet the 90-day recency of experience (to include simulators, if applicable)? [SRR 121.439 (a-e)] | <input type="checkbox"/> YES
<input type="checkbox"/> NO
<input type="checkbox"/> N/A | If no or N/A, explain: |
| 2. Do the procedures identify: who, what, where, when and how? | <input type="checkbox"/> YES
<input type="checkbox"/> NO | If no, explain: |
| 3. Are the procedures in compliance with the CFR(s)? | <input type="checkbox"/> YES
<input type="checkbox"/> NO | If no, explain: |

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4.3.1 Pilot Operating Limitations/Recent Experience

SECTION 3 – PROCEDURES ATTRIBUTE

4. Do the procedures conform to other written guidance (E.g., Operations Specifications, FAA Orders, Airworthiness Directives, Advisory Circulars, Handbook Bulletins, Directives, and Manufacturer's Recommendations)?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
5. Does the air carrier have the resources to support the written procedures for the Pilot Operating Limitations/Recent Experience process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
6. If alternate procedures exist for use during irregular conditions, do they achieve the same desired results as the primary procedures so that an equivalent level of safety is maintained? (E.g., a manual system used as a result of equipment failure.)	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A, No alternate procedures exist for this element
7. Are the procedures published in different manuals relating to the Pilot Operating Limitations/Recent Experience process consistent?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
8. Does the air carrier have a documented method for assessing the impacts of procedural changes to the Pilot Operating Limitations/Recent Experience process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO

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4.3.1 Pilot Operating Limitations/Recent Experience

SECTION 4 – CONTROL ATTRIBUTE

Objective: To determine if checks and restraints are designed into the Pilot Operating Limitations/Recent Experience process to ensure a desired result is achieved.

To meet this objective, the inspector will accomplish the following tasks:

1. Review the documented instructions and information related to the Pilot Operating Limitations/Recent Experience process.
2. Review the FAA Guidance and Specific Regulatory Requirements (SRR) included in the supplemental information section of this SAI.
3. Discuss the Pilot Operating Limitations/Recent Experience process with appropriate personnel to gain an understanding of the controls.
4. Observe the Pilot Operating Limitations/Recent Experience process to gain an understanding of the controls.

To meet this objective, the inspector will determine and record answers to the following questions:

1. Are the following checks and restraints built into the Pilot Operating Limitations/Recent Experience process:

1.1 Does the air carrier have a written policy requiring the pilot in command to perform all take-offs and landings under the conditions specified in 121.438 (a)?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.2 Does the air carrier have a documented method to ensure that pilots with less than 100 hours as pilot in command (PIC) use higher landing minimums? [SRR 121.652 (a)]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.3 Does the air carrier have a documented method to ensure that low-time pilots are not paired without operations specifications approval? [SRR 121.438 (b)]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.4 Does the air carrier have a documented method to inform the pilot in command (PIC) when he/she is paired with a low-time second in command? [SRR 121.438 (a)]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.5 Does the air carrier have their check airmen certify the qualification and proficiency of pilots who are reestablishing take-off and landing currency? [SRR 121.439 (e)]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.6 Does the air carrier require authorized signatures to be used when verifying the operating and recency experience of crewmembers?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.7 Does the air carrier have mechanisms in place for tracking and flagging 90-day recency of experience? [SRR 121.439 (a)]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:

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4.3.1 Pilot Operating Limitations/Recent Experience

SECTION 4 – CONTROL ATTRIBUTE

<p>1.8 Does the air carrier have mechanisms in place to identify and track low-time pilots? [SRR 121.438 (b)]</p>	<p><input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A</p>
<p>2. Do the checks and restraints ensure the desired result is achieved for the Pilot Operating Limitations/Recent Experience process?</p>	<p><input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO</p>
<p>3. Does the air carrier have a documented method for assessing the impacts of any changes made to checks and restraints in the Pilot Operating Limitations/Recent Experience process?</p>	<p><input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO</p>
<p>4. Does the air carrier have the resources to support the checks and restraints for the Pilot Operating Limitations/Recent Experience process?</p>	<p><input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO</p>

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4.3.1 Pilot Operating Limitations/Recent Experience

SECTION 5 - PROCESS MEASUREMENT ATTRIBUTE

Objective: To determine if the air carrier measures and assesses the Pilot Operating Limitations/Recent Experience process, to identify and correct problems or potential problems.

To meet this objective, the inspector will accomplish the following tasks:

1. Review the documented instructions and information related to the Pilot Operating Limitations/Recent Experience process.
2. Discuss the Pilot Operating Limitations/Recent Experience process with appropriate personnel to gain an understanding of the process measures.
3. Observe the Pilot Operating Limitations/Recent Experience process to gain an understanding of the process measures.

To meet this objective, the inspector will determine and record answers to the following questions:

1. <Deleted>

2. Does the air carrier's Pilot Operating Limitations/Recent Experience process include the following process measurements?

2.1 Does the air carrier record instances when their pilots in command lapse in currency?

☐ YES If no or N/A, explain:
☐ NO
☐ N/A

2.2 Does the air carrier conduct trend analyses of pilots in command (PIC) who lapse in recency of experience?

☐ YES If no or N/A, explain:
☐ NO
☐ N/A

2.3 Does the air carrier record the number of low-time pilots in the flight crew data base who were not identified as low-time?

☐ YES If no or N/A, explain:
☐ NO
☐ N/A

3. Does the air carrier document their process measurement methods and results?

☐ YES If no, explain:
☐ NO

4. Are the air carrier's process measurement methods effective?

☐ YES If no, explain:
☐ NO

5. Does the air carrier use their process measurement results to improve their programs?

☐ YES If no, explain:
☐ NO

6. Are the process measurement results accessible to the FAA?

☐ YES If no, explain:
☐ NO

7. Does the organization that conducts the process measurement have direct access to the person with responsibility for the Pilot Operating Limitations/Recent Experience process?

☐ YES If no, explain:
☐ NO

8. Does the air carrier have the resources to support the process measurement for the Pilot Operating Limitations/Recent Experience process?

☐ YES If no, explain:
☐ NO

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4.3.1 Pilot Operating Limitations/Recent Experience

SECTION 6 – INTERFACES ATTRIBUTE

Objective: To determine if the air carrier identifies and manages the interactions between the Pilot Operating Limitations/Recent Experience process and the other element processes within the air carrier organization.

To meet this objective, the inspector will accomplish the following tasks:

1. Review the documented instructions and information related to the Pilot Operating Limitations/Recent Experience process.
2. Discuss the Pilot Operating Limitations/Recent Experience process with appropriate personnel to gain an understanding of the interfaces.
3. Observe the Pilot Operating Limitations/Recent Experience process to gain an understanding of the interfaces.

To meet this objective, the inspector will determine and record answers to the following questions:

1. Are the following interfaces identified for the Pilot Operating Limitations/Recent Experience process:

1.1 <Deleted>

1.2 Airman Duties/Flight Deck Procedures (Element 3.1.3)

☐ YES If no or N/A, explain:
☐ No
☐ N/A

1.3 Training of Flight Crewmembers (Element 4.2.3)

☐ YES If no or N/A, explain:
☐ No
☐ N/A

1.4 Simulators/Training Devices (Element 4.2.8)

☐ YES If no or N/A, explain:
☐ No
☐ N/A

1.5 Outsource Crewmember Training (Element 4.2.9)

☐ YES If no or N/A, explain:
☐ No
☐ N/A

1.6 Appropriate Airman/Crewmember Checks and Qualifications (Element 4.3.2)

☐ YES If no or N/A, explain:
☐ No
☐ N/A

1.7 Use of Approved Routes, Areas, and Airports (Element 5.1.6)

☐ YES If no or N/A, explain:
☐ No
☐ N/A

1.8 Scheduling/Reporting System (Element 6.1.1)

☐ YES If no or N/A, explain:
☐ No
☐ N/A

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4.3.1 Pilot Operating Limitations/Recent Experience

SECTION 6 – INTERFACES ATTRIBUTE

1.9 Director of Safety (Element 7.1.3)	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.10 Chief Pilot (Element 7.1.5)	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.11 Safety Program (Element 7.2.1)	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.12 Manual Currency (Element 2.1.1)	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.13 Content Consistency Across Manuals (Element 2.1.2)	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.14 (Manual) Distribution (Element 2.1.3)	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.15 (Manual) Availability (Element 2.1.4)	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
2. List any additional interfaces identified:	
3. Are there written procedures for the use of air carrier personnel in the application of these interfaces?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
4. Are there controls to ensure that interfaces occur?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
5. Are the interfaces between the Pilot Operating Limitations/Recent Experience process and other processes treated consistently in the Manual(s)?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO